

AGENCY RECORDS MANAGEMENT PROGRAM

*Continued Use In Presentation of:*  
*TO MR KIRK PATRICK,*  
*Inspector General, ON 1/8/54*

I. Responsibility For Management of Records Under Federal  
Records Act of 1950

1. Administrator of G. S. A.
2. Agency Heads

Section 506 (a), (b), (c), (d), (e), (f), (g)

II. Responsibility For Management of Agency Records Under Agency  
Regulation

1. General Services Office
2. Head of Each Office

III. What Is Records Management?

1. Task Force Report on Records Management by Hoover Commission.
2. Records Management Program Guide.

IV. Accomplishments of Agency

1. Transfer from OCD - 1 January 1951.
2. Personnel Transferred - \_\_\_\_\_
3. Recruitment of Personnel:
  - a. Difficulty in Recruiting Trained Personnel.
  - b. Number of Persons Contacted.
  - c. Number on Duty (1/4/54) -
4. Established Vital Materials Program.
5. Conducted Training Program for Area Records Officers -  
Average attendance per session - 79
6. Established an Agency Records Center:
  - a. Original Center -  - capacity  
equivalent to 400 file cabinets - \$94,000.
  - b. Present Center -  - 20,000 sq. ft.

- c. Proposed Center - Staff Study Designated
- 7. CIA Records Officer to Serve as Liaison with GSA.
- 8. Deputy Archivist from N. A. R. S. Given Agency Clearance to Work with Us in the Clearance of Disposition Schedules.
- 9. Standard Filing System (Handbook )
- 10. Standard Correspondence Procedures (Handbook  ).
- 11. Standardization of Letter and Legal Size Filing Equipment.
- 12. Standardization of Filing Supplies.
- 13. Disposition Schedules Prepared:
- 14. Records Management Surveys:
  - a. Logistics
  - b. Contact Division, OO
  - c. FBID, OO
  - d. RI/FI
  - e. Medical
  - f. General Counsel
  - g. Historical Staff, Director's Office
  - h. DD/A
  - i. OIC
  - j. NSC
- 15. Courier Service Improvements:
- 16. Machine Records Projects:
- 17. Area Records Officers Appointed:
  - a. Full Time
  - b. Part Time
  - c. Not Appointed

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18. Accomplishment of Offices:
19. Security Desk Trays.
20. Comptroller's Reports Management Program.
21. Training Sessions at the Repository.
22. Issuance of Bulletins and Memorandum to Area Records Officers.

V. Future Programs:

1. Forms
2. Reports
3. Correspondence
4. Current Maintenance:
  - a. Mail Control
  - b. Reference Service
  - c. Maintenance
  - d. Equipment and Supply Standards
  - e. Microphotography
  - f. Vital Materials
5. Disposition
6. Records Center
7. Surveys and Establishment of Programs (office by office)
8. Surveys of Established Office Programs
9. Training

VI. Problem Areas:

VII. Issuances:

1. Distributed:

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Program Guide

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HB  Standardization of Filing Supplies

N  Procurement of Letter and Legal  
Size Filing Equipment

Four Bulletins for Area Records Officers

Two Memoranda to Area Records Officers

2. Forwarded to Regulations Control Staff:

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HB  Handbook for the Subject Classifi-  
cation and Filing of Correspond-  
ence Records

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HB  Correspondence Handbook

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N  Handling Classified Forms

3. Being Prepared:

Records Management Regulations

Handbook on Vital Materials Procedure

Handbook on Guide to Effective Writing and  
Correspondence Management Techniques

Disposition Handbook

Mail Control Handbook

Reports Management Brochure

4. Proposed:

Notice on Forms Numbering

Forms Management Handbook

Microphotography Handbook